

# How To: Update and Submit Your Membership Roster in the Chapter System

The Chapter System located at [sigmachi.com/chaptersystem](http://sigmachi.com/chaptersystem), will be the main resource for all chapter operations. Please bookmark it now.

Step 1: Open a web browser and navigate to [sigmachi.com/chaptersystem](http://sigmachi.com/chaptersystem)

Step 2: Choose the button that says, “Login to the chapter system using your sigmachi.com profile”

## Sigma Chi Chapter System Login :

**Welcome to the Sigma Chi Chapter System:** The "Chapter System" is a new system for Chapter forms, financial management and contact management." The Chapter System has replaced the online forms system at sigmachi.org.

If you are a Grand Praetor, Assistant Grand Praetor, Consul, Pro Consul, Magister, Quaestor, Tribune, Alumni Chapter President, Chapter Advisor or Cornerstone Mentor, clicking on the top button will get you into the system **provided that your officer report was submitted to headquarters**. If not, use the button below it to log on using the **old system usernames and passwords**. Use the "Comments or Requests" button to the left to provide feedback. For pledge access, see your Magister

There are two new applications for province and chapter contact management. Log in to check them out!

If you would like a GoToMeeting session to learn more about the Chapter System, please email the Sigma Chi Technology Committee at [jon@foxhaven-av.com](mailto:jon@foxhaven-av.com)

Login to the Chapter System using your sigmachi.com profile

Login to the Chapter System using a different profile

Lost username or password?

Online training sessions are each Wednesday at 10:00 PM Eastern Daylight Savings Time. Watch for details in the main calendar at the top right of sigmachi.com. Class size is limited to 15. Please e-mail [jon@foxhaven-av.com](mailto:jon@foxhaven-av.com) to request a slot in an upcoming online class. RSVP Only.

Step 3: Choose the button that says, “Member Reporting – Officer Updates – Chapter Information”

## Sigma Chi Chapter System Main Menu

Role:UG Kappa Beta

Pledge Forms

Chapter Financials (Summary)

Chapter Financials (Detail Listing)

Member Reporting – Officer Updates – Chapter Information

Chapter Strategic Plan

Chapter Alumni and Undergraduate Contacts

Cornerstone Resources

Cornerstone Surveys

Province Officer CRM

Help on using this system

Logout

Step 4: You will be presented with your chapter's roster. This is where you will make necessary updates.

**Member Updates**  
(Number of Members: 55)

Election: 4/15/2013 Next I: 11/17/2012

Chapter System Menu    Member Type: Undergraduate Members    [Update Status](#)    [Add Affiliate](#)    [Download List](#)    [Chapter Information](#)    [Submit](#)    [Estimate Bill](#)

Last	First	Mi	Su	Class	E-Mail	Phone	CELL	ROLL	Grad	Left/Tra	Office	Office
Christensen	Timothy	Ac		2013	<a href="mailto:christensen@uconn.edu">christensen@uconn.edu</a>	860-738-7648	860-738-7648	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Dea	Sean			2013	<a href="mailto:sean@uconn.edu">sean@uconn.edu</a>	860-738-7671	860-738-7671	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Dean	Thomas	S.	Jr.	2013	<a href="mailto:td@uconn.edu">td@uconn.edu</a>	860-482-2327	860-482-2327	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Matthew	L.		2013	<a href="mailto:mdeer@uconn.edu">mdeer@uconn.edu</a>	860-224-2248	860-224-2248	Roll	<input type="checkbox"/>	<input type="checkbox"/>	SOCL TO 04/14/2013	<a href="#">Update</a>
Deer	Charles	J.		2013	<a href="mailto:cdeer@uconn.edu">cdeer@uconn.edu</a>	212-475-6462		Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Benjamin			2013	<a href="mailto:bdeer@uconn.edu">bdeer@uconn.edu</a>	261-227-2763		Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Matthew	J.		2013	<a href="mailto:mdeer@uconn.edu">mdeer@uconn.edu</a>	860-482-6282	860-482-6282	Roll	<input type="checkbox"/>	<input type="checkbox"/>	CONS TO 04/14/2013	<a href="#">Update</a>
Deer	Samuel	C.		2013	<a href="mailto:sdeer@uconn.edu">sdeer@uconn.edu</a>	860-482-7622		Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Anthony	M.		2013	<a href="mailto:adeer@uconn.edu">adeer@uconn.edu</a>	860-224-2748	860-224-2748	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Joel	R.		2013	<a href="mailto:jdeer@uconn.edu">jdeer@uconn.edu</a>	860-224-2612		Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Rich			2013	<a href="mailto:rdeer@uconn.edu">rdeer@uconn.edu</a>	860-224-2448	860-224-2448	Roll	<input type="checkbox"/>	<input type="checkbox"/>	RUSH TO 02/24/2013	<a href="#">Update</a>
Deer	Tyler	C.		2013	<a href="mailto:tdeer@uconn.edu">tdeer@uconn.edu</a>	212-224-4287	212-224-4287	Roll	<input type="checkbox"/>	<input type="checkbox"/>	QUA TO 04/14/2013	<a href="#">Update</a>
Deer	Sergio	A.		2013	<a href="mailto:sdeer@uconn.edu">sdeer@uconn.edu</a>			Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Matthew	T.		2013	<a href="mailto:mdeer@uconn.edu">mdeer@uconn.edu</a>	860-224-2626	860-224-2713	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Matthew	R.		2013	<a href="mailto:mdeer@uconn.edu">mdeer@uconn.edu</a>	712-224-2282	712-224-2282	Roll	<input type="checkbox"/>	<input type="checkbox"/>	ANNO TO 04/14/2013	<a href="#">Update</a>
Deer	Zakariya	S.		2013	<a href="mailto:zdeer@uconn.edu">zdeer@uconn.edu</a>	860-224-2282	860-224-2282	Roll	<input type="checkbox"/>	<input type="checkbox"/>	TRIB TO 04/14/2013	<a href="#">Update</a>
Deer	John	S.		2013	<a href="mailto:jdeer@uconn.edu">jdeer@uconn.edu</a>	860-224-2282	860-224-2282	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	anthony	T.		2013	<a href="mailto:adeer@uconn.edu">adeer@uconn.edu</a>	860-738-2777	860-738-2777	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>
Deer	Adam	S.		2014	<a href="mailto:adeer@uconn.edu">adeer@uconn.edu</a>	860-482-8282		Roll	<input type="checkbox"/>	<input type="checkbox"/>	RISK TO 04/14/2013	<a href="#">Update</a>
Deer	Robert	S.		2014	<a href="mailto:rdeer@uconn.edu">rdeer@uconn.edu</a>	212-482-7643	212-482-7643	Roll	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Update</a>

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Step 5: Locate members who have already graduated and check the box in the “Grad” column.

Step 6: Locate members who are no longer at your school, this may include brothers who transferred or are otherwise not enrolled in classes.

**PLEASE NOTE:** Inactive, abroad and/or other statuses are not available options for the International Fraternity, you should leave everyone on the roster unless they have graduated or are no longer enrolled as a student.

Step 7: Update the Class (expected graduation year), Email or Roll Book fields with applicable information. To do so, just click the hyperlink. You can also update the officer role in the same manner.

Step 8: To update or add an officer select ‘update’ and choose the correct position and expiration date from the pop-up window. If you would like to remove an officer, select none in the office field.

**PLEASE NOTE:** Expiration dates should overlap slightly with the next election date, so the outgoing officers can transition the newly elected officer in the Chapter System.

Step 9: When finished, click the dark green ‘Submit’ button in the top right. If the button is red, then the update has already been submitted.